

**MINUTES OF THE  
IMPROVEMENT & SERVICE COMMITTEE  
Wednesday, October 15, 2014  
ROOM 207, CITY HALL  
6:30 p.m.**

MEMBERS: Brian Danzinger, Joe Moore, David Nennig, Jerry Wiezbiskie

1. Approval of the minutes from the regular meeting on October 1, 2014.

A motion was made by Ald. Moore and seconded by Ald. Nennig to approve the minutes from the regular meeting on October 1, 2014. Motion carried.

2. Approval of the agenda.

To accommodate those in attendance, items number 3, 12, 10 and 11 were taken out of order, and then the Committee returned to the proposed agenda.

A motion was made by Ald. Moore and seconded by Ald. Wiezbiskie to approve the agenda. Motion carried.

3. Request by Randy and Sheila LeDocq to rescind the yard waste charge of \$53.73 at 2816 Nicolet Drive.

Director Steven Grenier read portions of the e-mail correspondence that Shelia LeDocq sent to the Department of Public Works (DPW) and provided an overview of the request by Randy and Sheila LeDocq.

A motion was made by Ald. Nennig and seconded by Ald. Wiezbiskie to open the floor for public comment and input. Motion carried.

Randy LeDocq of 2816 Nicolet Drive was present to speak on the request. Mr. LeDocq stated that he moved into the property in 2006 and the ditch has always been a problem regarding excessive highway vegetation, not draining, and constantly being wet. Mr. LeDocq stated that as this is designated as a County Highway, it took numerous attempts to contact Brown County to get any work done. All the County did was throw some seed in the ditch and did nothing to address the drainage issue, therefore the ditch is still wet and not easy to maintain. Mr. LeDocq stated that since the County didn't improve the situation he has been attempting to cut the vegetation at least once a year as he takes pride in the appearance of his lawn and property.

Director Steven Grenier stated that in July and August he had been receiving numerous complaints of yard waste piles throughout the City. As such he ordered DPW-Operations to do a yard waste clean-up blitz and invoice the properties appropriately. Director Grenier reiterated that again maintenance responsibilities are technically the Counties.

Ald. Nennig stated that he could concur with the motion provided that in the future Mr. LeDocq contact Brown County Supervisor Tom Sieber to get appropriate actions scheduled by the Brown County Public Works Department.

A motion was made by Ald. Wiezbiskie and seconded by Ald. Nennig to close the floor for public comment and input. Motion carried.

A motion was made by Ald. Nennig and seconded by Ald. Wiezbiskie to approve the request by Randy and Sheila LeDocq to rescind the yard waste charge of \$53.73 at 2816 Nicolet Drive. Motion carried 3-0, with Ald. Moore abstaining from participating in discussion and taking action on this item.

4. Request by Ald. Wery, on behalf of Derek Przybylski, 1174 Shadow Lane, for additional on-street overnight parking exemptions.

Director Grenier stated that he had a brief conversation with Ald. Wery on behalf of the request. Ald. Wery did not provide a reason exactly why the property owner has made the request but would like to Committee to review and take appropriate action. Director Grenier stated that remaining consistent with past actions would be to increase the number of acceptable occurrences, not to exceed 12 per year. Each occurrence could last up to 14 continuous days. Typically this is for a calendar year but considering that it is now October he suggested that it be extended for the remainder of 2014 and through all of 2015. The property owner then is responsible to come back and make an additional request if conditions warrant further action. Director Grenier stipulated that these occurrences would not be allowed during times that the special stadium parking requirements are in effect, e.g. during Packer home games.

A motion was made by Ald. Wiezbiskie and seconded by Ald. Moore to approve the request by Ald. Wery, on behalf of Derek Przybylski, 1174 Shadow Lane, for additional on-street overnight parking exemptions with up to 12 occurrences per year for the remainder of 2014 and all of 2015. Motion carried.

5. Request by Ald. Tim DeWane to look into the concept of closing off Tenth Street between Broadway and State Street.

Director Grenier stated that he had conversations with Ald. Tim DeWane regarding this request. Ald. DeWane was not aware that there was already a process in place that a roadway can either be closed or vacated. Director Grenier would recommend that the Committee receive and place on file the request and have DPW staff work with the petitioner to initiate a request to close to traffic or request to vacate using the established procedures.

A motion was made by Ald. Wiezbiskie and seconded by Ald. Nennig to receive and place on file the request by Ald. Tim DeWane to look into the concept of closing off Tenth Street between Broadway and State Street and direct DPW staff to work with the petitioner to initiate a request to close to traffic, or request to vacate Tenth Street between Broadway and State Street using the established procedure. Motion carried.

6. Request by Ald. Zima for a review and update on the City's maintenance schedules for all public works activities including pot holes, crack filling, weeds in City medians and all functions that affect the City's appearance (Referred back from October 7, 2014 Council meeting).

Director Grenier provided the Committee a brief memo prepared by DPW-Operations providing a summary of General Road Maintenance Programs. These programs include grass cutting in City rights-of-way, grass cutting at high-visibility locations such as arterial street medians, grass/weed ordinance enforcement, weed control (including contract work), roadside litter control, pothole repair, crack/joint sealing and hot mix/roadway repair.

Director Grenier was asked to share this memo not only with Ald. Zima but to reach out to all City Council members.

A motion was made by Ald. Moore and seconded by Ald. Wiezbiskie to hold until the next regularly scheduled Committee meeting, the request by Ald. Zima for a review and update on the City's maintenance schedules for all public works activities including pot holes, crack filling, weeds in City medians and all functions that affect the City's appearance and distribute the memo given to the Committee. Motion carried.

7. Review and approval of 2015 DPW Capital Equipment Acquisition Plan.

Director Grenier provided a spreadsheet of proposed vehicle replacements within the Operations and Parking Divisions for 2015. Director Grenier stated that the equipment replacement account is segregated and is funded by equipment usage charges within the budget, which covers operation, maintenance, and depreciation on the equipment.

Director Grenier briefly described the scoring and ranking process that is used by DPW staff to determine which equipment is eligible for replacement. DPW staff explained the ranking system used to determine an equipment replacement schedule. DPW staff went through specific vehicle replacement requests by program. Director Grenier stated that this is just the approval of the plan and that individual purchases will be brought forward to the Committee for award to purchase.

A motion was made by Ald. Wiezbiskie and seconded by Ald. Nennig to approve the 2015 DPW Capital Equipment Acquisition Plan. Motion carried.

8. Discussion with possible action regarding implementation of recommendations from Downtown Parking Study (Referred back from October 7, 2014 Council meeting).

Director Grenier was asked if he had been contacted by any other Council members regarding this agenda item. Director Grenier stated that he had not heard from any other alderpersons except those on this Committee. Director Grenier stated that per Ald. Nennig's request the minutes did not clearly reflect what the proposed rate increases would be and that they would be reflected in these minutes. It should also be noted that the Downtown Parking Study recommended several items that DPW staff did not support and as such did not recommend the implementation of and were not brought forward.

Therefore, Director Grenier requested the approval of the proposed Downtown Parking Study Implementation Plan that was previously discussed at the October 1, 2014 Improvement and Service Committee meeting and recommended the implementation of the following items:

1. The modification of the organization structure by reclassifying the DPW-Supervisor to a Superintendent status.
2. The introduction and implementation of automated parking access and revenue control system (PARCS) along with the continued evaluation of implementing charges anytime a parking facility is utilized.
3. The continued implementation of a random equipment maintenance and audit plan.
4. To increase hourly and daily parking rates at parking meters, ramps and surface lots with a future implementation of a flat fee upon entry for evenings and weekends.
  - a. Increase the hourly parking rate at all ramps from \$0.55 to \$0.75. First hour parking fee remains no charge. This was last adjusted in 2008.

- b. Increase hourly parking rate in Adams Street Lot from \$0.75 to \$1.00 per hour. First hour parking fee remains no charge. This was last adjusted in 2008.
  - c. Increase the hourly on-street parking meter rate from \$0.60 to \$0.75 which was last adjusted in 2008.
  - d. Monitor the Green Bay Gold parking program (established in 2001) for probable elimination by 2016. The program requires participation by local businesses in order to function. It has had very little usage over the past five (5) years.
  - e. Increase the \$10 (overtime parking) citation rate to \$15 which was last adjusted in 2009.
  - f. Increase the \$20 (no parking) citation rate to \$25 which was last adjusted in 2004.
  - g. Increase the \$30 (no stopping or standing) citation rate to \$35 which was last adjusted in 2004.
  - h. Maintain the \$60 (trucks parking off of truck route) citation rate at \$60 which was last adjusted in 2004.
  - i. Maintain the \$100 (disabled parking violation) citation rate at \$100 which was last adjusted in 2004.
  - j. Maintain the one week late fee for parking citation payment at \$5 which was last adjusted in 2004.
  - k. Maintain the one month late fee for parking citation payment at \$10 which was last adjusted in 2004.
5. To increase and equalize monthly parking rates which are general considered annually during the budgeting process, based on operating budget and the need for capital investment in the City's parking system.
- a. Increase rental and lease parking rates by 2% which was last adjusted in 2012.
6. To hold any implementation schedule of installing parking meters and PARQS within the Broadway corridor until DPW staff is able to more clearly determine the impacts that development will have from within the Larsen Green site.
7. The continued evaluation of future parking supply and demand needs, and
8. To continue to plan for a future parking ramp located within the City's downtown to accommodate future parking needs and the pending closure of the Main Street Parking Ramp.

The Committee requested that Director Grenier reach out to the other Alderpersons and provide them with the updated minutes.

A motion was made by Ald. Nennig and seconded by Ald. Wiezbiskie to approve the proposed Downtown Parking Study Implementation Plan that was previously discussed at the October 1, 2014 Improvement and Service Committee meeting with clarification to the minutes showing the increases of fees and rates and to have Department of Public Works staff to submit the updated minutes to Alderpersons prior to the next City Council Meeting. Motion carried.

9. Request by Department of Public Works to award a Sole Source Contract to East Jordan Iron Works for the purchase of a lift station hatch/safety grate assembly at an estimated cost of \$20,000.

Director Grenier stated that DPW desires to upgrade the existing hatches over our sanitary and ultimately storm sewer lift (pump) stations. Lift stations pose many unique safety concerns from slips, trips, falls, electrocution and hazardous atmospheres. We are attempting to make these openings safer for our employees and the hatches we're proposing to acquire will have safety grates built into them and are permanently attached to the hatch. East Jordan Iron Works is the only company out there that has this type of configuration. Although the request says a one-time purchase, we anticipate that multiple purchases over several years will be necessary to complete the upgrades.

A motion was made by Ald. Wiezbiskie and seconded by Ald. Moore to approve the request by Department of Public Works to award a Sole Source Contract to East Jordan Iron Works for the purchase of a lift station hatch/safety grate assembly at an estimated cost of \$20,000. Motion carried.

10. Report of the Purchasing Manager:

- A. Request approval to award a contract for the purchase of Automotive Filters to Automotive Supply Co. for a period of two years for ~\$22,000 with two 1-year renewal options by mutual agreement.
- B. Request approval to award the purchase of Light Poles and Electrical Parts to Neher Electric for \$73,125.
- C. Request approval to award a contract for construction of a new Shower & Changing Room at Fire Station #6 to IEI General Contractors for \$28,500.

Director Grenier reviewed each of the items within the Purchasing Manager report.

A motion was made by Ald. Wiezbiskie and seconded by Ald. Nennig to approve the report of the Purchasing Manager:

- A. To award the contract for the purchase of Automotive Filters to Automotive Supply Co. for a period of two years for ~\$22,000 with two 1-year renewal options by mutual agreement.
- B. To award the purchase of Light Poles and Electrical Parts to Neher Electric for \$73,125.
- C. To award the contract for construction of a new Shower & Changing Room at Fire Station #6 to IEI General Contractors for \$28,500.

Motion carried.

11. Review and award the following contracts to the low, responsive bidders:

- A. FIRE STATION #2 REROOF
- B. GREEN BAY WATER UTILITY FILTER PLANT AND GRANDVIEW BOOSTER STATION GENERATOR IMPROVEMENTS

Director Grenier reviewed the bid summaries with the Committee and recommended award to the low, responsive bidders.

Director Grenier stated that he had received a memo from the Green Bay Water Utility requesting that the Committee accept the bid from Faith Technologies and that the Green Bay Water Commission approved the bid at their meeting on October 13, 2014.

A motion was made by Ald. Moore and seconded by Ald. Wiezbiskie to approve and award the following contracts to the low, responsive bidders:

- A. To approve to award contract FIRE STATION #2 REROOF to the low, responsive bidder, Northern Metal and Roofing Co., Inc, in the amount of \$119,640.00.
- B. To approve to award contract GREEN BAY WATER UTILITY FILTER PLANT AND GRANDVIEW BOOSTER STATION GENERATOR IMPROVEMENTS to the low, responsive bidder, Faith Technologies, in the amount of \$410,070.00.

Motion carried.

- 12. Request by United Sign Corp. on behalf of TOHO Properties, LLC (Owner) and Zulou (Tenant) for an Air Rights Easement to allow the installation of a sign within the right-of-way at 235 N Broadway.

Director Grenier reviewed the request by United Sign Corp. on behalf of TOHO Properties, LLC (Owner) and Zulou (Tenant) located at 235 North Broadway, for an Air Rights Easement within the North Broadway right-of-way to allow for the installation of a sign. The sign does meet planning requirements however this property is located within a historic district and needs the approval of the Historic Preservation Committee. Director Grenier requests the approval of this request contingent upon obtaining all necessary approvals, executing a Hold Harmless Agreement and placing on file with the City the applicable insurance and authorizing the Mayor and City Clerk to execute the easement agreement.

A motion was made by Ald. Moore and seconded by Ald. Wiezbiskie to approve the request by United Sign Corp. on behalf of TOHO Properties, LLC (Owner) and Zulou (Tenant) for an Air Rights Easement to allow the installation of a sign within the right-of-way at 235 N Broadway contingent upon obtaining all necessary approvals, executing a Hold Harmless Agreement and placing on file with the City the applicable insurance and authorizing the Mayor and City Clerk to execute the easement agreement. Motion carried.

- 13. Application for an Underground Sprinkler System License by Irrigation Doctors, LLC.

DPW staff supports this application.

A motion was made by Ald. Wiezbiskie and seconded by Ald. Nennig to approve the application for an Underground Sprinkler System License by Irrigation Doctors, LLC. Motion carried.

- 14. To receive and place on file the verbal Director's Report on the recent activities of the Public Works Department.

DPW-Operations has begun our annual fall loose leaf collection which will run through the week of November 17th.

Engineering staff has provided EPA with additional information regarding the submitted CMOM program.

Engineering staff is wrapping up construction projects undertaken within 2014 and is happy to note that the Monroe Avenue project is coming to a conclusion in the very near future.

DPW-Operational staff was instructed to work this week at removing boating docks. Emergency removal of the Liechts Park docks needed to be undertaken due to recent weather conditions which precipitated extremely high water levels placing the docks in risk of being severely damage.

Director Grenier was happy to announce that the arrangements and agreement with the Foxy Lady was successful this year and that we had been collecting on past due payments as well.

A motion was made by Ald. Moore and seconded by Ald. Wiezbiskie to receive and place on file the verbal Director's Report on the recent activities of the Public Works Department. Motion carried.

A motion was made by Ald. Wiezbiskie and seconded by Ald. Moore to adjourn the meeting. Motion carried.

Meeting adjourned at 7:55 p.m.